

Exhibition Manual

Dear Exhibitor,

This document contains important information designed to assist you in preparing for the ESID 2026 Exhibition.

The Exhibition will be held in conjunction with the **22nd biennial ESID Meeting** to be held **14-17 October 2026, in Maastricht, the Netherlands**.

The exhibition floor plan has been designed to maximize the exhibitor's exposure to the delegates.

Please read all the information in this document. It will take you very little time now and could save you a great deal of time later.

Please forward this document to everyone who is working on this project, including your stand builder, as it contains useful information about the Congress.

For further support please contact us at:



Ivette Sabau

Exhibition & Industry Coordinator

E: isabau@kenes.com M: + 34 635 34 50 82

Exhibitors and Supporters Portal

The Portal enables Exhibitors and Supporters to:

- Submit Company **logo** and **profile**
- Order **Lead retrieval** (Badge scanners)
- Submit a list of **individual names for badges** based on the number of badges specified in your sponsorship contract.
- Order extra **exhibitor badges**
- Submit **booth drawing** (applicable for “Space Only” booths)
- Submit lettering for **Fascia sign** (applicable for “Shell Scheme” booths)
- Submit **other deliverables** as per sponsorship agreement

Link to access the Portal <https://exhibitorportal.kenes.com>

Login details to access the Portal have been sent to the company representative who signed the contract.

Kindly keep the Exhibitor’s Portal link together with your login information on hand for future reference.

Notes:

- **One user per company – login credentials to the Portal have been sent to the primary contact listed on the contractual agreement.** This person is responsible for passing on the login details to any third party if necessary.
- Access to all Portal services will be available only **after** submission of your company **logo** and **profile**.
- **Only deliverables indicated in your contract,** should be submitted. Items that are not included in your contract will not be processed.

Exhibition Hours 2026		
Phase	Date	Hours
Exhibition Set-up	12/10/2026	09:30 - 19:00 Space Only
	12/10/2026	14:00 - 19:00 All Booth Types
	13/10/2026	07:00 - 19:00 All Booth Types

Exhibition Opening Hours	14/10/2026	09:00 - 20:00 End of Welcome Reception
	15/10/2026	09:30 - 16:45
	16/10/2026	09:30 - 16:00
Dismantling	16/10/2026	17:00 - 22:00

- **Timetable is subject to change.**
- Empty boxes, empty crates and packaging material must be removed after set-up and no later than **13 October at 19:00.**
All aisles must be clear of exhibits and packaging materials **by 19:00** to enable cleaning and setting up the Hall for the following day.
- **All exhibitors should be at their booth 30 minutes before the official opening hour.**
- *Please note that delegates will be passing through the exhibition to reach the plenary hall and the posters area which will be active before and after the exhibition opening hours*
- Please do not leave any visible valuable articles at your booth. In addition, please consider hiring extra security for your booth before and after exhibition operating hours if needed.

DISMANTLING:

- Dismantling of the booth before the official hour is not permitted.
- It is the exhibitor's responsibility to dispose of all materials after dismantling.
Shell Scheme booths -> any equipment, display aid or other material left behind after **16 October at 22:00** will be considered discarded and abandoned.
'Space Only' booths -> any equipment, display aid or other material left behind after **16 October at 22:00** will be considered discarded and abandoned.
Any charges incurred for waste removal will be sent to the exhibitor.
- The exhibition dismantling day will be on **16 October** (from 17:00 until 22:00), which is the same day that the official meeting ends.

Welcome Reception

You are cordially invited to the *Welcome Reception* which will be held in the exhibition area on 14 October. Check the timetable for specific times by clicking [here](#). Exhibitors are asked to please man their booth during the *Welcome Reception* in the exhibition area.

Action

Deadline

Contact Person

Company Logo and profile	As soon as possible and no later than 14 September	KENES GROUP Via Kenes Exhibitor's Portal: https://exhibitorportal.kenes.com For inquiries, please contact the Exhibition Manager: Ivette Sabau E-mail: isabau@kenes.com
Booth design for approval (Applicable for 'Space Only' booths) Drawings must include dimensions, height, materials, electrical needs and comply with venue safety rules.	2 September	
Text for Fascia (Applicable for Shell Scheme booths only)	16 September	
Names for badges and extra exhibitor Badges	15 September	
Lead Retrieval Barcode Readers Order Device not included.	30 September Onsite rate will be applied for orders received after this deadline.	
Dedicated Wi-Fi/ Internet (venue)	11 September <i>The early bird rate is valid until 11 September. After this date, the standard rate will apply, representing a 25% increase. From 5 October onwards, the late rate comes into effect, resulting in a total increase of 35% compared to the early bird rate.</i>	MECC Orders must be placed directly with MECC via the exhibitor webshop. Access to the webshop To place your online orders, you can log in to the webshop via this link. Username: Your own email address (if you wish to use a different email address, please contact the MECC Exhibitor Services Team). Password: If this is your first time using the webshop, click on "no password yet," and you will receive an email within seconds containing a 5-letter password. For enquiries, please contact MECC Exhibitor Services. exhibitorservicesmecc@mecc.nl . MECC Exhibitor Services is also reachable by phone at +31 (0)43 38 38 308 during office hours
Electricity		
Cleaning		
Security General hall security is provided by the venue.		
Furniture Extra Shell Scheme Graphics /Signage AV equipment for Booth Flowers and Plants	16 September	A. Booth. Orders must be placed via the webshop . For enquiries, please contact the official builder: sebastiaan@a-booth.nl
Hostesses and Temporary Staff Hire	tbc	tbc

In-booth Catering	20 September <i>Exhibitors may bring a small coffee machine. However, a buy-out fee applies if a barista or external catering is provided, in line with MECC Terms & Conditions.</i>	MECC For enquiries, please contact MECC Exhibitor Services. salesmecc@vermaatgroep.nl
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Delivery Information

Air freight – Cargo	9 October Latest arrival at Amsterdam Airport. Late shipments may delay customs clearance.	DVS Fairs 6 Events Spain Contact persons: Lorena Perdomo E-mail: lorena.perdomo@dsv.com Office: +34 930260837 Mobile: +34 627582484
Road	Pre-alert required before shipping. Do not send cargo without approval.	
Courier shipments	Strongly discouraged. Courier shipments cannot be customs cleared by DSV. Please contact DSV before shipping.	
Road freight or via Warehouse	Upon request	

“K-Lead” Application - Barcode Scanner Application

Lead Retrieval systems are a helpful tool for receiving participants’ contact information when they visit your booth or session. The information obtained by lead retrieval system enables Exhibitors to enhance their database by securing valuable leads for further marketing and communication. We are pleased to offer you the “K-Lead” Application: exhibitors can download the “K-Lead” app onto *their own* smart phone or tablet and transform their device into an instant, easy lead retrieval system and capture participants’ full contact information with a quick scan of their badge.

The advantages of the “K-Lead” application:

- **Instant Access:** download directly to your device; no extra hardware needed!
- **Effortless Lead Capture:** simply scan the barcode on attendee badge
- **Live Lead View:** allows to view in real-time the leads information for immediate engagement.
- **Customize Notes:** ability to insert exhibitor’s comments for each lead in free text format.
- Application is available for download from Apple store or Google play: “K-Lead App”.
- Cost per unit – **EUR 750** (excluding 4% credit card charges fees, excluding VAT if applicable)

The Application should be installed on your company/personal device (tablet/smart phone). Operational information will be sent in due course.

To order “K-Lead” Application, please access the Exhibitor’s Portal <https://exhibitorportal.kenes.com>

Deadline: Monday, 30 September.

Onsite rate of **EUR 850** will be applied for order received after above deadline.

Please note:

- **Device is not included. The Application should be installed on your company/personal device (tablet/smart phone).**
- In accordance with the **general data protection regulation** (GDPR), Kenes Group has updated its privacy policy. You can view our updated privacy notice [here](#).
Kenes will not share delegate's personal data with third parties without their consent.
Please note that similarly to sharing a business card, presenting delegate badge for scanning at exhibition booths or industry symposia constitutes an expression of consent to share their personal details with the company that is scanning their badge so that it may contact them in the future.
- Barcodes on delegate's badges contain contact information as supplied by the delegate or the agency responsible for the registration process of the delegate. We regret that in some cases, as when group registration is completed by a company, we may not be in possession of the full contact details.
- In addition, please note that neither Kenes Group nor the Organising Committee is responsible for the content of the information.

NEW! Boost Leads & Save Time: Upgrade to K-Lead PLUS!

Say goodbye to manual follow up emails: add EUR 350 and Upgrade your K-Lead app.

- **Automated Follow-up Emails:** K-Lead PLUS automatically sends personalized e-mail to booth/session visitors right after lead capture.
- **Tailored Email Customization:** Craft the perfect message with customizable subject lines, email content, and signatures. Attach PDFs to add a polished, personal touch that stands out.
- **Never Miss a Lead:** Say goodbye to the hassle of manual follow-ups. K-Lead PLUS ensures timely engagement with emails sent immediately after each scan, keeping your brand top-of-mind.
- **Trackable Insights:** Monitor how your emails perform with engagement metrics. Learn what works and refine your strategies for maximum impact, ensuring you're always improving.
- **K-Lead PLUS** requires at least one K-Lead license purchased and can be purchased via the Exhibitor's Portal.

1:1 Meeting Scheduler

We are delighted to offer you an exciting opportunity to maximize **your** visibility and engagement at ESID 2026 with **1:1 Meeting Scheduler**, our new smart meeting scheduling feature.

With 1:1 Meeting Scheduler, you can:

- Enable delegates to book one-on-one meetings directly with your team
- Increase onsite traffic and strengthen your brand visibility
- Highlight your key projects to attract the right audience

- Connect with attendees genuinely interested in your company and projects
- Manage all your meetings easily through the Exhibitor Portal

Don't miss out! Take advantage of this exclusive opportunity to connect, engage, and grow your impact at ESID.

All you need to do is to login to the Exhibitor Portal and Order .

Link to access the Portal <https://exhibitorportal.kenes.com>

Photography Package

Booth Photography Package



Showcase your booth in the best light with a dedicated photoshoot.



Ideal for branding, PR, and post-event marketing.



Up to 30 high-resolution images of your booth from all angles, both with and without attendee interaction.

Session Photography Package



Capture the impact of your sponsored session with dynamic, high-quality images of key moments.



Up to 30 high-resolution images featuring speakers, stage, and engaged audience

Combined Booth & Session Package (Best Value!)



Get the full coverage experience with a special discounted package combining booth and session photography.



Up to 30 high-resolution images of your booth from all angles, both with and without attendee interaction.



Up to 30 high-resolution images of your session featuring speakers, stage, and engaged audience



Limited availability ! Book your photography package **in advance** to ensure your brand is captured at its best.

To get a quote and place an order, please contact the Exhibition Manager directly at:

isabau@kenes.com

Exhibitor Badges

- Each exhibiting company is entitled to free exhibitor badges. The amount of free exhibitor

badges is stated in your contract, and determined by your booth size.

- The exhibitor badges allow access to the exhibition area and to the *Welcome Reception*.
- **Please note that the Exhibitor badges will be personalized i.e. they will include the name of the badge holder as well as the company name.**
Please submit the list of individual names via the Exhibitors Portal no later than 15 September.
- **Exhibitor badges can be collected on-site, from the self service kiosks located at the registration area during registration opening hours. Please note that badges will not be mailed in advance.**
- Additional **exhibitor badges** may be purchased online through the Exhibitor's Portal, at the rate of **EUR 295** per badge.
- Notes:
 - Deadline for ordering additional exhibitor badges via the exhibitor portal: **15 September**.
Link to access the Portal <https://exhibitorportal.kenes.com>
 - Please make sure that your company profile has been submitted via the Exhibitor's Portal *before* placing an order.
- All company representatives are required to wear exhibitor badges to access the Exhibition. Company representatives not wearing their badges will not be allowed to access the Exhibition. Exhibitor badges are for the use of company personnel manning the booth and should not be used to bring visitors to the Exhibition.

For any enquiries related to registration, please contact the Registration Manager, Anna Jopek by e-mail at: reg_esid26@kenes.com

Access to the Exhibition Hall during Set-up and Dismantling Times

There is no need for personal badges
Exhibition Floor Plan & List of Exhibitors

The exhibition floor plan has been designed to maximize the exhibitor's exposure to the delegates. To access the exhibition floor plan and see the location of each booth, please [click here](#).
For full list of exhibitors and supporters - [click here](#)

Exhibition Hall

The exhibition will be held at **MECC Maastricht, Expo Foyer**, which is located on level 1.

For **virtual tour** - [Click Here](#)



Floor

Floor finish: Carpet

Maximum floor load: 500 **kg/sqm**

Power supplies and other utilities, such as electricity and internet, are generally distributed to booths **via floor-based cabling and floor ducts**. However, it is essential to verify this in advance, as service availability may vary depending on booth location and technical requirements.

Exhibitors and stand builders are responsible for ensuring that the exhibition floor is left in the same condition as found. Any damage or excessive soiling that cannot be removed during standard cleaning will be charged to the exhibitor or stand builder.

Raised Floor / Platform

- Please note that if your booth includes a raised floor or platform (of any height), a **ramp or sloped edging** must be provided to ensure accessibility for wheelchair users and persons with reduced mobility.
- The platform sides must be fully closed and neatly finished. All edges must be safe, clearly visible and properly secured to avoid trip hazards.

For your reference, see below examples of raised floors with sloping edges.



Onsite inspections will be conducted to ensure compliance with accessibility requirements. Booths with raised platforms that do not provide proper ramp access will not be approved for operation until corrective measures are implemented.

- Exhibitors planning to install a raised floor or platform must indicate this clearly when submitting booth drawings for approval. As electricity and internet connections are mainly supplied through the floor, platform installation must take place **only after** all required cabling has been completed.

Please note that once a raised floor is installed, additional service installations underneath the platform will not be possible.

Build-Up Height

- The **maximum permitted build-up height** for all booth elements is **4.0 meters**.
- **Exhibitors whose booth constructions exceed the permitted height will not be allowed to build.**

Any booth element facing adjacent booths above **2.5 meters** must be finished in neutral colours (preferably white), with no visible graphics, logos, wiring or unfinished surfaces.

Ceiling Hangings / Rigging

- **Rigging and ceiling hangings are NOT permitted** in the ESID26 exhibition area.
- All booth structures, banners and branding elements must be **self-supporting**.

Loading Bay Access

Access is available via Gate 18.

All unloading and loading operations must be coordinated with the venue traffic flow and completed as quickly as possible.

Parking in the loading area is strictly prohibited. Vehicles must leave the loading zone immediately after unloading.

Only authorized logistics personnel are permitted to operate forklifts or pallet jacks within the venue. Exhibitors and stand builders must follow the official logistics and traffic regulations at all times. To ensure a smooth and efficient installation and dismantling process of your shell scheme booth, **A. Booth** has been appointed as the **official stand contractor** for ESID 2026.

Pre-booked shell schemes through Kenes include the following:

- **Walling** – standard shell scheme panels, 2.4m-high
- Company name on **Fascia board** printed in standard lettering (black & white).
- One **spotlight** per 3 m² (electricity should be ordered separately)
- **Dark blue Carpet**



Image shown is for illustration purposes only

Note: **Corner shell scheme booths** are provided with **two open sides** and 2 fascia boards with company name.

Shell Scheme booths do NOT include:

- Electricity
- Furniture
- In-booth cleaning

Furniture / Extra Shell Scheme / Graphics & Signage / AV for booth / Flowers & Plants

A. Booth.

Deadline: 16 September

Orders must be placed [via the webshop](#).

For enquiries, please contact the official builder: sebastiaan@a-booth.nl

Dedicated Wi-Fi / Internet/ Electricity / Cleaning / Security

MECC

The early bird rate is valid until **11 September**. After this date, the standard rate applies (+25%). From **5 October onwards**, the late rate applies (+35% vs early rate).

Orders must be placed **directly with MECC via the [exhibitor webshop](#)**.

Access to the webshop

To place your online orders, you can log in to the webshop via this link.

Username: Your own email address (if you wish to use a different email address, please contact the MECC Exhibitor Services Team).

Password: If this is your first time using the webshop, click on “no password yet,” and you will receive an email within seconds containing a 5-letter password.

For enquiries, please contact MECC Exhibitor Services. exhibitorservicesmecc@mecc.nl. MECC Exhibitor Services is also reachable by phone at +31 (0)43 38 38 308 during office hours

Fascia Sign

Maximum of **21 characters** (including spaces) may be written on your fascia (applicable for a 9 sqm booths).

Please submit lettering for fascia via the [Exhibitor's Portal](#) by **16 September**.

If text for your fascia is not received by above deadline, we will provide you with a fascia title as per your application form.

The standard fascia includes black lettering on a white background. Company logos or custom graphics can be printed on the fascia board.

Company logo or custom graphics can be printed on the fascia board at additional cost through A. Booth, the official stand contractor.

For enquiries, please contact the official builder: sebastiaan@a-booth.nl

Important Guidelines for Shell Scheme Booths

- All basic shell scheme booths will be designed and built by **A. Booth** the official stand contractor.
- Exhibitors are not allowed to make any alterations to the structure of the booths or remove any integral parts from the booths. Exhibitors wishing to remove or change the location of any standard equipment within the shell scheme booth should indicate clearly on the location plan and forward it together with clear instructions to the official stand contractor and the Exhibition Manager before **16 September**.
- No free-standing stand-fitting or display(s) may exceed a height of **2.4m** or extend beyond the boundaries of your booth. This includes company names, advertising materials, flags and logos provided by the exhibitor.
- It is not allowed under any circumstances to cut, nail or drill into or through the walls, fascia, floor or ceiling.
- Please do not use any adhesive products that may leave marks or cause damage to the panels and booth structure. **Booth must be returned in the same condition in which it was received. Any damage to booth structure will be invoiced to the exhibitor.**
- No painting is allowed; no usage of nails or screws.
- Double sided tape can be used to affix lightweight items as long as it does not leave mark or cause damage to the panels and booth structure. Velcro can be used as well (male & female).
- It is possible to use fishing line (nylon) to hang pictures etc.
- An exhibitor occupying a **booth at the corner** can request to close the additional side(s). If the official stand contractor and the Exhibition Manager is not being notified in writing before **16 September** - it will be assumed that the exhibitor will have opening on the additional side(s).
- A back wall of a booth (any booth type) cannot be used by other exhibitors.
- The shell scheme comes with dark blue carpet. If the exhibitor wishes to have a carpet in a different color, an additional fee will be required. Please contact the official stand contractor for more information.
- Electrical switchboards have to be reachable and the Exhibitor has to switch off the booth lights at the end of the day.
- Exhibitors requiring additional equipment may visit the order forms or contact the official stand contractor – as per published deadlines (refer to sections “*Deadlines & Key dates*” and “*Booth Services*” for more information).

Space Only Booths

Exhibitors who have booked “Space Only” booth are required to submit the following for approval **until 2 September the latest**.

- A scaled drawing (scaled 1:200 DWG), including elevation views of the proposed booth to be built.
- Electrical connections – a list of all appliances.
- Other utility connections such as water, drainage are subject to availability and must be checked with the Exhibition Manager prior to submitting the designs.
- **The name and contact details of the construction company.**
- Floor type and height

Please submit the files through the Kenes Exhibitor's Portal: <https://exhibitorportal.kenes.com>.

Design Guidelines:

- All exhibits are to be displayed to avoid blocking aisles, obstructing adjoining booths, or damaging the premises.
Exhibition material that is placed outside the booth will be removed at the exhibitor's expense.
- **Exhibitors are kindly requested to allow sufficient see-through areas that ensure clear views of surrounding exhibits. Entire sideways walls will not be approved.**
- **Island booths** should be partly accessible on all 'open' sides. Walls are permitted on all open sides, but may not exceed 30% of the total side length. We try to keep the exhibition as open and inviting as possible. Wall construction along aisles requires prior approval from Kenes and must adhere to the 30% coverage limit. For special considerations, written requests for partial exemption can be submitted to the Exhibition Manager.
- Construction finish must be perfect in all the booth's visible areas, including rear sides.
- **Raised floor/platform:** please note that if your booth has a platform/raised floor, you are required to provide a **ramp** or **sloped edging around the entire booth** to ensure access for people with wheelchair or limited mobility. The platform sides must be closed and finished neatly. The platform edges must be safe, secured and easily visible to avoid trip hazard. For your reference, see below examples of raised floor with sloping edges



Our team will be conducting inspections onsite to ensure all booths comply with this accessibility policy. In the event that a raised platform booth lacks a ramp or sloped edging, we regret to inform you that your booth will not be approved for operation until the access issue is rectified.

- All structural **back walls** of **adjacent booths** must be properly decorated. For back walls (reverse side) exceeding 2.5 meters in height, a neutral white or gray finish is required – no wiring, graphics, or logos. This mainly applies to booths with a shared border (back-to-back or side-by-side).
- Advertising on the boundary with other booths is prohibited.

- A back wall of a booth (including shell scheme booths) cannot be used by other exhibitors.
- **Multilevel** structures are **not permitted**.
- Arches, bridges or similar construction connecting two or more booths are not permitted.
- The **maximum** building height for the **top** of all elements, is **4 meters**.
- **Ceiling hanging** is **NOT** permitted.
- Special care must be taken to ensure that the visitors will be inside the booth and not standing in the aisle. For example:
 - Screens or any kind of equipment to be shown or demonstrated may not be placed directly on the edge of the stand contracted in order to ensure that the visitor viewing the screens/equipment will be inside the booth and not blocking aisle traffic.
 - Any counter, desk etc. or device (i-pads, touch screens etc.) which attract visitors may not be placed immediately at the borders of the booth facing the aisles (there should be a reasonable distance from the edge of the booth)
 - Coffee bars or other F&B-stations must be inside the booth area to ensure that the visitors are standing and queuing up inside the booth area and not standing in the aisle
- All installed structures, including exhibition stands, installations, special structures, exhibits, and advertising displays, must be sufficiently stable. They must not pose a threat to public safety, order, or endanger life and health.
- Exhibitors and stand builders are responsible for ensuring the load-bearing capacity and stability of the structure and may be required to provide supporting documentation as proof.

Kindly note:

- The organiser will not approve booths that do not comply with the accepted standards until the necessary changes have been made.
- **Work cannot commence until the booth drawings are approved by the organiser.**
- **The used space must be returned to the venue completely clear of all items and restored to their original state.**
- We recommend exhibitors using independent stand contractors to include a **site visit** in the planning process to assure a smooth and well planned set up. Please contact the Exhibition Manager to coordinate a visit. E-mail: isabau@kenes.com

Personal protection equipment

All workers are asked to follow the legal health and safety regulations of their respective profession. In addition, wearing safety shoes and a helmet is mandatory for everybody during the build-up and breakdown period.

**Further rules and regulations are published under “Rules and Regulations” section.
Furniture / Extra Shell Scheme / Graphics & Signage / AV for booth / Flowers & Plants**

Deadline: 16 September

Orders must be placed [via the webshop](#).

For enquiries, please contact the official builder: sebastiaan@a-booth.nl

Dedicated Wi-Fi / Internet/ Electricity / Cleaning / Security

The early bird rate is valid until **11 September**. After this date, the standard rate applies (+25%). From **5 October onwards**, the late rate applies (+35% vs early rate).

Orders must be placed **directly with MECC via the [exhibitor webshop](#)**.

Access to the webshop

To place your online orders, you can log in to the webshop via this link.

Username: Your own email address (if you wish to use a different email address, please contact the MECC Exhibitor Services Team).

Password: If this is your first time using the webshop, click on “no password yet,” and you will receive an email within seconds containing a 5-letter password.

For enquiries, please contact MECC Exhibitor Services. exhibitorservicesmecc@mecc.nl. MECC Exhibitor Services is also reachable by phone at +31 (0)43 38 38 308 during office hours
Electricity and Electrical Installations for all booths

To ensure maximum safety, all electrical connections to power supply can only be carried by the venue **MECC**.

The early bird rate is valid until **11 September**. After this date, the standard rate applies (+25%). From **5 October onwards**, the late rate applies (+35% vs early rate).

Only **MECC** is authorized to provide the electrical switchboard for the power points. Thus, every exhibitor should order an electrical switchboard from the venue and to pay for the electrical consumption according to his power needs. The exhibitors must name the person responsible for the stand's electric installation project.

It is essential that exhibitor order the power needed in the stand. **The exhibitor is responsible for calculating the power necessary for the elements to be connected, together with the request for the necessary voltage. Damage caused to the main or to specific points by these connections is the sole responsibility of the exhibitors/stand builders.**

To ensure your booth has electricity, please make sure to place your order via MEEC Webshop -[exhibitor webshop](#).

Access to the webshop

To place your online orders, you can log in to the webshop via this link.

Username: Your own email address (if you wish to use a different email address, please contact the MECC Exhibitor Services Team).

Password: If this is your first time using the webshop, click on “no password yet,” and you will receive an email within seconds containing a 5-letter password.

For enquiries, please contact MECC Exhibitor Services. exhibitorservicesmecc@mecc.nl. MECC Exhibitor Services is also reachable by phone at +31 (0)43 38 38 308 during office hours

- Power supply to the exhibits will be switched off after the exhibition closes every evening.
- In the event of damage or faults to an electrical connection or installation, the exhibitor must immediately contact the organiser and/or venue representatives.
- The venue reserves the right to at any time inspect connected equipment. Should the equipment fail to meet the applicable safety regulations, the venue reserves the right to immediately disconnect such equipment with no right of recourse or compensation for the exhibitor.

Booth Essentials

Furniture / Extra Shell Scheme / Graphics & Signage / AV for booth / Flowers & Plants

A. Booth.

Deadline: 16 September

Orders must be placed [via the webshop](#).

For enquiries, please contact the official builder: sebastiaan@a-booth.nl

Dedicated Wi-Fi / Internet/ Electricity / Cleaning / Security

MECC

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For enquiries, please contact MECC Exhibitor Services. exhibitorservicesmecc@mecc.nl. MECC

Exhibitor Services is also reachable by phone at +31 (0)43 38 38 308 during office hours

In-booth Catering

MECC

Deadline: 20 September

Contact: salesmecc@vermaatgroep.nl

Exhibitors are allowed to bring their own small coffee machine. However, if a barista is also provided, a buy-out fee will apply in accordance with the MECC Terms and Conditions.

This buy-out fee also applies to any external catering brought to the stand, including sweets, snacks, lunches or receptions.

Should exhibitors require catering services at their stand, these can be arranged directly through the venue.

Internet & Wi-Fi

Complimentary Wi-Fi will be provided by the Meeting during official meeting days at most areas. This public Wi-Fi connection is limited for basic web browsing or checking e-mails.

Should you have any **internet-based features, devices, or activities at your booth** (for example: product demonstrations), we strongly recommend ordering a dedicated internet connection for your booth (wireless or wired connection) to guarantee a consistent internet connection inclusive of technical support.

The early bird rate is valid until **11 September**. After this date, the standard rate applies (+25%). From **5 October onwards**, the late rate applies (+35% vs early rate).

Orders must be placed **directly with MECC via the [exhibitor webshop](#)**.

For enquiries, please contact MECC Exhibitor Services. salesmecc@vermaatgroep.nl

Important:

- **Creating your own private Wi-Fi network is not permitted**
- **The venue and the organiser reserve the rights to discontinue any activity which interfere with the hall Wi-Fi coverage.**
- Note **regarding** technical support: we will ensure that the service you purchased is functioning as it should, however we cannot troubleshoot or repair issues with client-provided equipment.
- Exhibitors must notify the venue if they intend to install a raised floor or platform as internet access is mostly provided through floor-based cabling. Raised floor or platform installation must be scheduled after the completion of relevant cabling work. Access point(s) must remain unobstructed and accessible throughout the installation process and beyond. Once the raised floor or platform is in place, no new service installations underneath it will be permitted.
- The exhibitor is responsible for following legal, ethical, moral and generally accepted internet

and e-mail conduct when communicating across the conference's network. The venue reserves the right to disconnect and/or limit a user's right to or use of the network if rules and conditions are not respected.

Security

- Please do not leave any bags, boxes, suitcases or any type of product unattended at any time, whether inside or outside the exhibition area.
- Neither the venue nor the organiser can accept responsibility for the security of the booths and their contents. The venue as well as the organiser are not liable for any possible loss, theft and/or damage occurred during the rental period of any private property or goods. Exhibitors are fully responsible for the security of their booth and equipment.
- The early bird rate is valid until **11 September**. After this date, the standard rate applies (+25%).

From **5 October onwards**, the late rate applies (+35% vs early rate).

Orders must be placed **directly with MECC via the [exhibitor webshop](#)**.

For enquiries, please contact MECC Exhibitor Services. exhibitorservicesmecc@mecc.nl

This service is exclusive to MECC.

Hostesses & Temporary Staff Hire

TBC

Stand builders are **not allowed to use trolleys** during the build-up and dismantling periods. All on-site handling services, including unloading, reloading and movement of goods within the venue, are under the responsibility of the official contractor **DSV Fairs & Events**, appointed as the exclusive on-site handling agent for ESID 2026.

Exhibitors and stand builders may arrange delivery of their goods using their own transport; however, **all shipments and deliveries must be coordinated in advance with DSV**.

[DSV ES – Shipping Instructions ESID 2026 Maastricht](#)

Official Freight Forwarder & On-site Handling Contractor:

DSV Fairs & Events

Contact person:

Lorena Perdomo

Email: lorena.perdomo@dsv.com

Mobile: +34 627 582 484

Office: +34 930 260 837

DSV will be available and contactable during the **build-up, exhibition period, and dismantling phases**.

Deliveries & Handling

Please note that:

- **All exhibit shipments must be sent to the DSV advanced warehouse.**
- Direct deliveries to the venue are **only permitted for stand building materials.**
- All vehicles delivering directly to the venue must **pre-book a time slot with DSV prior to arrival.**
- Vehicles exceeding **7 loading meters (ldm)** will be handled exclusively by DSV (no self-unloading allowed).
- Vehicles up to 7 ldm may self-unload, subject to applicable handling and time slot fees.

Insurance of Goods

Exhibitors are strongly advised to arrange **comprehensive insurance cover** for their goods, including transportation, on-site handling, and the exhibition period.

DSV can provide insurance support upon request.

Important Information – Direct Deliveries

Road Freight

- All deliveries must be **pre-booked with DSV**
- A **time slot reference** must be obtained in advance
- Unloading/reloading must follow DSV instructions

Courier Shipments

Shipping via courier companies (FedEx, DHL, UPS, etc.) is **strongly discouraged**.

These services are not suitable for exhibition shipments and may lead to **customs delays or clearance issues**.

Exhibitors are advised **not to send brochures, giveaways, or small promotional items via courier**, due to potential restrictions.

If courier use is unavoidable, **DSV must be contacted in advance** to confirm feasibility and handling instructions.

Important Notes

- All shipments must be **pre-alerted to DSV** in advance
- Shipments without pre-alert may not be accepted or handled
- Deliveries sent directly without DSV coordination are **at the exhibitor's own risk**
- The organiser and DSV will not be responsible for delays or missing shipments
- A **company representative must be present at the stand** to receive deliveries

Please read carefully <https://www.mecc.nl/en/safe-working/>

Participation by exhibitors is dependent upon compliance with all rules, regulations and conditions stated herein.

Animals

It is not permitted to bring animals into the venue.

Blackout Policy

ESID kindly requests that all meeting supporters (sponsors, exhibitors, special interest groups and other stakeholders) respect the ESID blackout policy and refrain from holding organised meetings or events for more than 8 people during the biennial meeting scientific [programme](#):

14 October – until after welcome reception

15 October – until after last session

16 October – until after last session

17 October – until after last session

Build-Up & Dismantling Period

- During the period of build-up and dismantling, it is prohibited to consume **alcoholic beverages** in the working area as well as to perform work under the influence of alcohol and drugs.
- The Exhibitors and contractors are required to wear the necessary personal **protective equipment** such as safety footwear, protective helmets, eye protection, and hand protection required by the specific work activity.
- The use of cutting machines, welding machines, sanders and spray guns is strictly forbidden.

Children

No person under the age of 18 years can be admitted to the Exhibition, either during build-up, opening days or breakdown. This rule also applies to Exhibitors' children and must be strictly enforced to comply with the safety regulations of the exhibition.

Compressed Gases

Use of compressed gases is not allowed.

Damage to the Building

Exhibitors are liable for all damage caused to floors, walls, and pillars during the installation, Exhibition, and dismantling periods. No adhesive stickers and fixtures of any kind are allowed on floors, walls, and pillars.

Disposal of Material

It is obligatory to collect and dispose of all material during the build-up or dismantling of the event.

When the dismantling period is over, the exhibitor loses any right to claim losses or damage to property left behind. Any costs incurred by the venue in removing this property will be charged to the exhibitor.

Fire Regulations

- Stand material and fittings must be non-flammable or impregnated treated with fire-retardant chemicals.
- As a general rule, easily inflammable synthetic substances, foam polyester, and non-fireproof straw and reeds are prohibited.
- Exhibitors are prohibited from covering displays with drop cloths, sheets, table cloths or other non-flame resistant material.

Fire Precautions

Fire extinguishers always have to maintain accessible

Fire Insurance (compulsory)

Exhibitors must be insured against fire.

Health & Safety

- It is the responsibility of the stand holder to ensure the health, safety and welfare of all employees, contractors and visitors as far as is reasonably practicable throughout the event.
- It is recommended that the stand holders appoint a supervisor for the stand, with the specific responsibility for ensuring the health & safety of their staff and stand builders. It is advisable that a Risk Assessment is completed for the stand and submitted to the organisers.

Personal Protection Equipment

All workers are asked to follow the legal health and safety regulations of their respective profession. In addition, wearing safety shoes and a helmet is highly recommended for everybody during the build-up and breakdown period.

Hanging of Posters, Banners etc.

Hanging of posters, banners or decals, stickers or similar items, on the walls, floors, ceilings, or pillars within or outside the installations of the venue are not allowed without a prior written authorisation.

Insurance (compulsory)

- Exhibitors are required to take out appropriate Insurance. Third part liability insurance is obligatory. It remains the Exhibitors full responsibility to insure themselves appropriately.
- Neither the organisers nor the venue, their representatives or agents will be held responsible for any loss or damage to exhibitor's property. Exhibitors must take precautions to protect their property against pilferage.
- The organisers do not provide insurance for exhibitors and their property. The exhibitor is responsible for his property and person and for the property and persons of his employees

through full and comprehensive insurance and shall hold harmless the organisers for any and all damage claims arising from theft and those perils usually covered by a fire and extended-coverage policy. Therefore, you are obliged to have a **public liability insurance** that covers all injuries to persons and damages that might cover in connection with the exhibition.

- Exhibitors are personally liable for all expenses incurred by the organisers or by third parties in regard to technical services provide.
- We also recommend that you have additional coverage against loss or damage to exhibition material during transport and during exhibition times. Please make arrangements for insurance coverage through your company's insurer.

Liability

- Exhibitors are responsible for all property damage as well as any loss or injury caused by their property, agents or employees. Companies will indemnify the organisers against all claims and expenses arising from any damages.
- If for any reason whatsoever the Exhibition needs to be abandoned, postponed, or altered in any way, either in whole or part, or if the organisers find it necessary to change the dates of the Exhibition, the organisers shall not be liable for any expenditures, damages or loss incurred in connection with the Exhibition.
- The organisers shall further not be liable for any loss which the Exhibition or Exhibition contractors may incur due to the intervention of any authority which prevents or restricts the use of the venue or any part thereof in any manner whatsoever.

Security

- Safety and Security of Material. Please do not leave any bags, boxes or suitcases unattended at any time, whether inside or outside the exhibition area. The organisers and venue cannot accept liability for loss of or damage to private property or goods.
- The organisers will provide security guard service in the exhibition hall during off-show hours. Neither The **venue** nor the organisers can accept responsibility for the security of the stands and their contents and for damage to, or theft of any goods. Exhibitors are fully responsible for the security of their stand and equipment.

Sound Equipment and Music

- In general, the use of sound equipment/music in booths is permitted as long as the noise level does not disrupt the activities of neighbouring exhibitors.
- Speakers and other sound devices should be positioned to direct sound inward (to be contained within the booth) rather than outward (toward aisles and other exhibitor booths).
- It is difficult to establish decibel level restrictions. If an exhibitor or attendee is standing within ~3 meters of an exhibitor's booth and cannot carry on a normal voice-level conversation, the noise source is too loud.
- Live music is not allowed.
- The organisers reserve the right to require the exhibitor to discontinue any activity, noise, or

music that is too loud

- The organisers reserve the right to require the exhibitor to discontinue any activity, noise, or music that is deemed objectionable.
- Exhibitors are reminded that third party copyrights should not be infringed. The organisers have no copyright responsibility in respect of any exhibiting company.
- Proper dispensation must be obtained and any royalties due, paid prior to the use of materials. Should any copyright dispute arise, the organisers will not be liable for any resulting loss or damages, sustained by any exhibitor or third party.

Promotional Activities

- All demonstrations or instructional activities must be confined to the limits of the Exhibition booth.
- Advertising material and signs may not be distributed or displayed outside the exhibitor's booth.
- Advertising activities must not cause obstructions or disturbances in the aisles or at neighboring booths.
- The Exhibition Manager reserves the right to require the exhibitor to discontinue any activity, noise, or music that is deemed objectionable.

Smoking Policy

The venue operates a NO SMOKING policy in ALL halls.

Special Effects

Special effects lighting, live music, smoke and laser projection may not be used in the stands.

No permission will be given for projection in the aisles or on the walls of the hall.

Waste Removal

- Exhibitors are responsible for the removal of all refuse/waste from the exhibition area.
- Any discarded waste, including promotional material, left behind will be removed by the organisers at the expense of the exhibitor concerned.

We are committed to sustainability and we encourage all of our exhibitors to do the same. [Click here](#) for some practical tips and tricks that you can implement right away.

Official Contractors:

Furniture / Extra Shell Scheme / Graphics & Signage / AV for booth / Flowers & Plants

A. Booth.

Deadline: 16 September

Orders must be placed [via the webshop](#).

For enquiries, please contact the official builder: sebastiaan@a-booth.nl

Dedicated Wi-Fi / Internet/ Electricity / Cleaning / Security

MECC

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Orders must be placed **directly with MECC via the [exhibitor webshop](#)**.

Access to the webshop

To place your online orders, you can log in to the webshop via this link.

Username: Your own email address (if you wish to use a different email address, please contact the MECC Exhibitor Services Team).

Password: If this is your first time using the webshop, click on “no password yet,” and you will receive an email within seconds containing a 5-letter password.

For enquiries, please contact MECC Exhibitor Services. exhibitorservicesmecc@mecc.nl. MECC Exhibitor Services is also reachable by phone at +31 (0)43 38 38 308 during office hours

Freight Handling & Onsite Logistic Agent

DSV

Contact persons: Lorena Perdomo

E-mail: lorena.perdomo@dsv.com

Office: +34 930260837

Mobile +34 627582484

In-booth Catering

MECC

Should exhibitors require catering services at their stand, these can be arranged directly through the venue. For catering requests or quotations, please contact: salesmecc@vermaatgroep.nl

Hostesses & Temporary Staff Hire

TBC

Kenes Group Contacts:

Conference Secretariat

Kenes Group

Rue François-Versonnex 7
1207 Geneva, Switzerland
Tel: +41 22 908 0488

[Contact us](#)

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<https://hotels.kenes.com/congress/ESID26> There is an increasing number of fraudulent websites that are attempting to impersonate ESID 2026. **All official communications about the 22nd biennial ESID Meeting are managed by Kenes Group.** Please exercise caution if contacted by other organizations claiming to represent ESID 2026. For any questions about sponsorship please contact Raúl de Miguel, Industry Liaison & Sales Associate, at rdemiguel@kenes.com